

Appeals Process

Applicants that wish to appeal a grant award decision must submit a letter of appeal to the Idaho State Department of Education (SDE). Appeals are limited to the grounds that the SDE failed to correctly apply the standards for reviewing the application as specified in this RFP. Appeals based on a disagreement with the professional judgment of the grant readers will not be considered. Grant reviewers are non-SDE employees recruited based on background and experienced related to education, youth development and out of school time programming. Funding decisions are determined by the grant review committee. The SDE's role is to facilitate the process in accordance with state and federal policies and regulations.

The appellant must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the appeal position, and the remedy sought. The letter must have an original signature of the authorized agent who signed the application. An original and two copies of the appeal should be delivered or mailed to:

Karen Hostetter, Coordinator
21st Century Community Learning Centers
Idaho State Department of Education
650 W. State St., 2nd Floor
Boise, ID 83720-0027

The Department must receive the letter of appeal within 30 calendar days of the written *Notification of Grant Award* announcement. Upon review of the appeal, a response will be provided to the complainant within 30 days.